

Reports Due to National Headquarters CAP

The list below contains reports and forms CAP units are required to submit to National Headquarters. **This list concerns frequency of reports and forms and if there is a conflict between prior publications and this list–this list supersedes previous suspense dates. Contact the office of primary responsibility (OPR) listed for specific guidance.**

<u>Due NHQ</u>	<u>Title</u>	<u>Prescribing Directive</u>	<u>OPR</u>
<u>Monthly</u>			
5th of each month	Aerospace Education Excellence Award Monthly Report	CAPP 15	LMA
Remarks:	Those units participating in Aerospace Education Excellence Award Program only. Required for those units from January through June.		
10th of each month	CAPF 24, Application for Senior Program Awards	CAPR 50-17	LMPD
10th of each month	Summary of CAPF 73 Vehicle usage data via web	CAPR 77-1	LGT
10th of each month	Senior Training Report	CAPR 50-17	LMPD
20th of each month	CAPF 82, Counterdrug Monthly Activity Report	CAPR 60-6	DOS
20th of each month	CAPF 18, Operations Monthly Activity Report (on-line)	CAPR 60-1	DO
<u>Quarterly</u>			
Jan 15, Apr 15, Jul 15, Oct 15	H-1, Quarterly Station Statistics Report	CAPR 100-1 Vol I	DOK
Jan 31, Apr 30, Jul 31, Oct 31	CAPF 190-1, Public Affairs Officer's Quarterly Report	CAPR 190-1	XPC
<u>Semi-Annually</u>			
Jan 30, Jul 30	CAPF 34a, Wing Chaplain Statistical Report	CAPR 265-1	LMC
Jan 31, Jul 31	Updated Wing' AEO Rosters	CAPP 15	LMA
Mar 31, Sep 30	Counterdrug Orientation Report	CAPR 60-3	DOS
Apr 30, Oct 31	Unit PAO Rosters	CAPR 190-1	XPC
Remarks:	To accompany the quarterly report for the fiscal year submitted by the Wing PAO.		
<u>Annually</u>			
Jan 1	National Congress Crown Circle Nomination	CAPP 15	LMA
Jan 10	Annual Communications Plans	CAPR 100-1	DOK
Jan 15	Aerospace Education Activity Report	CAPP 15	LMA

<u>Due NHQ</u>	<u>Title</u>	<u>Prescribing Directive</u>	<u>OPR</u>
<u>Annually (Continued)</u>			
Jan 31	CAPF 31, Application for CAP Encampment or Special Activity	CAPR 52-16	LMPD
Remarks:	This is the deadline for wings to submit their cadets' applications for the National Cadet Special Activities (NCSA). Cadets have until 31 December to submit their CAPF 31 to wing for the NCSA.		
Jan 31	CAPF 95, Application for CAP Scholarships (Academic)	CAPR 52-16	LMMR
Jan 31	IACE Applications	CAPR 52-16	LMPD
Remarks:	NHQ will send the IACE Applications out to those who submitted a coupon (found in the November and December issues of the <i>CAP News</i>).		
Feb 1	National Congress Crossfield Teacher Nomination	CAPP 15	LMA
Feb 15	Finalized Audited Financial Statements	CAPR 173-2	FMA
Remarks:	Regions and wings only.		
Feb 15	Squadron of Merit (Wing level)	CAPR 39-3	LMPD
Mar 1	CAPF 95, Application for CAP Scholarships (Daedalian Flight)	CAPR 52-16	LMMR
Mar 1	Paul W. Turner Safety Award	CAPR 62-1	SE
Mar 1	Safety Officer of the Year Award	CAPR 62-1	SE
Mar 1	Certificate of Achievement	CAPR 62-1	SE
Mar 6	Finalized IRS Tax Form 990 & Supporting Schedules	CAPR 173-2	FMA
Remarks:	Regions and wings only. Do not file return with the IRS. The National Headquarters will file group return.		
Mar 15	CAPF 58, Nomination for Cadet of the Year	CAPR 39-3	LMMR
Remarks:	The unit's deadline to the wing is 15 January. The wing's deadline to the region is 15 February. 15 March is the region's deadline.		
Mar 15	Brewer Award Nominations	CAPP 15	LMA
Mar 15	Squadron of Distinction (Region level)	CAPR 39-3	LMPD
Mar 15	Senior Member of the Year Nomination	CAPR 39-3	LMM
Mar 31	Annual Charter Review	CAPR 20-3	LMM
Jul 15	Request to Change Wing Dues	CAPM 39-2	LMM

<u>Due NHQ</u>	<u>Title</u>	<u>Prescribing Directive</u>	<u>OPR</u>
<u>Annually (Continued)</u>			
Sep 1	DDR End of Year Report	CAPP 55	LMPR
Remarks:	Only required if funds were received.		
Sep 1	DDR Initiatives Program Application	CAPP 55	LMPR
Remarks:	Only required if funds are requested.		
Oct 1	S-2, Vehicle Inventory Report	CAPR 77-1	LGT
Oct 1	S-7, Vehicle Self Insurance Report (with premium payment)	CAPR 77-1	LGT
Oct 15	Annual Report of State Appropriations	36 USC 40307 & CAPR 173-2	GC
Nov 15	Region Staff College Intent Letter	CAPR 50-17	LMPD
Remarks:	Regions Only. Letter indicating intent to hold RSC and current details about dates, location, registration fee and name of director with contact information.		
Nov 30	CAPF 95, Application for CAP Scholarships (USAFA Preparatory School Only)	CAPR 52-16	LMMR
Dec 31	CAP ES Alert/Resource Report (on-line)	CAPR 60-3	DOS
Remarks:	Or as changes dictate.		
Dec 31	CAPF 173-2c, Wing Consolidation of Financial Records for Units Below Wing Level	CAPR 173-2	FMA
Remarks:	Wings only.		
Dec 31	First Draft of Audited Financial Statements	CAPR 173-2	FMA
Remarks:	Wings subject to a separate, independent audit only.		
Dec 31	First Draft of IRS Tax Form 990 & Supporting Schedules	CAPR 173-2	FMA
Remarks:	Wings subject to a separate, independent audit only.		
Dec 31	Inclusion/Exclusion Letter	CAPR 173-2	FMA
Remarks:	Wings only. Letter listing all units below wing level included or excluded from information in the CAPF 173-2c submitted by the wing.		
Dec 31	Region/Wing Authorization Letter	CAPR 173-2	FMA
Remarks:	Letter signed by region/wing commanders authorizing the National Headquarters to include the region/wing IRS Form 990 information in the group return filed by the National Headquarters with the IRS.		

<u>Due NHQ</u>	<u>Title</u>	<u>Prescribing Directive</u>	<u>OPR</u>
<u>Other</u>			
Within 7 days after course	CAPF 11, CAP Senior Program Director's Report	CAPR 50-17	LMPD
Within 7 days after exams	Spaatz Examinations	CAPR 52-16	LMMR
Remarks:	State Directors only.		
Within 30 days after end of event	CAPF 20, Encampment Report	CAPR 52-16	LMMR
<u>Other (Continued)</u>			
Within 30 days after end of event	NCSA Activity Director's Report	CAPR 52-16	LMPD
Remarks:	The report must include a listing of graduates and the financial closeout.		
No later than 45 days before NCC	National Cadet Competition (NCC) MSA	CAPR 52-16	LMPD
Remarks:	The wing or region must submit their NCC participant's MSA.		
Within 90 days from flight date	CAPF 7, Orientation Flights	CAPR 52-16 and CAPF 7	LMPR
As required	CAPF 53, Signature Verification Card	CAPR 50-4	LMMR
Remarks:	Fill out and return original form to NHQ/LMMR.		
As required	CAPF 59-1, Phase I/II Certification	CAPR 52-16	LMMR
As required	CAPF 59-2, Phase III Certification	CAPR 52-16	LMMR
As required	CAPF 59-3, Phase IV Certification	CAPR 52-16	LMMR
As required	CAPF 78, Mishap Report Form	CAPR 62-2	SE
Remarks:	Submit to SE and GC in all mishaps within 48 hours after a mishap.		
As required	CAPF 79, CAP Mishap Investigation Form	CAPR 62-2	SE
Remarks:	Submit to SE and GC in all mishaps within 35 days after a mishap.		
As required	CAPF 80, CAP Death Benefit/Medical Expense Claim Form	CAPR 900-5	GC
Remarks:	Medical bills and Explanation of Benefits from injured parties Insurance Company must accompany CAPF 80 before returning to NHQ-GC Office.		
As required	CAPF 127, Monthly Certification Report (AEPSM)	CAPP 15	LMA
Remarks:	For Wing Director of Aerospace Education (DAE) use only. Report is required only if there is a need to report successful award winners. Negative reports are not required.		